

91 MAR 1978

OTR Registry

78-5128

DD/A Registry

78-0902/3

MEMORANDUM FOR: Deputy Director for Administration

VIA : Director of Training *[Signature]*

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : The Career Training Program

REFERENCE : Memo to D/TR from DDO dtd 2 Mar 78,  
subj, Fiscal Year 1978 and 1979  
Requirements for Career Trainees  
for the DO

DD/A Registry

File *Personnel-2*

1. As you know, the referenced memorandum ends a period of some uncertainty concerning the DDO goals for the next three CT classes. Since the Office of Training and the Office of Personnel are the DDA offices primarily involved, it is essential that our two components maintain good communication and a close working relationship in moving toward these goals.

2. I am pleased to report that communication and cooperation are already apparent at the working level. [redacted] and [redacted] along with their principal officers, have met several times in the last few weeks to go over in detail the recruitment, selection, and processing of DDO CT candidates. In addition, Ken recently attended our mini recruiter conferences in [redacted] and Headquarters where he talked with recruiters from [redacted] the headquarters-based regional recruiters, and those operating out of WARO.

3. Harry Fitzwater and I believe that this activity is of sufficient priority for us to monitor personally. We will, therefore, meet monthly to discuss specific progress toward the July '78 and January '79 DDO CT class goals and will keep you informed of the results.

[redacted]  
F. W. M. Janney

DD/A Registry  
78-0902/3

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DD/O. 78-1377

78-527

21 MAY 1978

REFERENCE

MEMORANDUM FOR: Director of Training  
INFO : Director of Personnel  
FROM : John N. McMahon  
Deputy Director for Operations  
SUBJECT : Fiscal Year 1978 and 1979 Requirements for  
Career Trainees for the DO

1. This is to confirm our desire to increase from 20 to 40 the number of Career Trainees to be selected for the DDO and placed in your July 1978 CT Class. This figure of 40 would also include those CTs selected for handling under the Pilot Program and scheduled for training in the August 1978 Operations Course. We also wish to provide you advance notice that this Directorate will require 60 CTs in each of the semi-annual FY-79 CT Classes (January and July 1979).

2. It is recognized that an increase of this magnitude will require special planning on your part in terms of slots, budgeting and training, but the increase is necessary in meeting personnel planning requirements directed by the DCI for this Directorate.

25X1 3. Again we wish to emphasize that in each of these annual selections we would like, if possible, to have twenty percent with suitable military backgrounds and be prepared to take the [redacted] Training Course following the regular Operations Course. It is also asked that every effort be made to select as many qualified black and Hispanic American candidates as possible. All candidates should be selected to meet the DDO Criteria for Operations Officers which remains unchanged from the last submission to OTR and OP which was dated 26 September 1977.

[redacted]  
John N. McMahon

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DD/A Registry

17 MAR 1978

78-0908/2-

**DD/A Registry**

**File** *Personnel*

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM: F. W. M. Janney  
Director of Personnel

SUBJECT: DDA Memo to ADDA, 13 March 1978, re Slotting DDO  
Increases in CT Classes

1. I have (with the help of Messrs. Fitzwater, [redacted]) programmed out through 1 October 1979 the DDO proposed increase and what this means as excess to what the Agency has budgeted for as CT's. To put it simply, FY 1978 is no problem -- we could have an excess of 34 against 42 CT slots in the budget, but we are projecting the DDO to be under ceiling by some 200. Presumably, we may consider ceiling on an Agency basis, and this makes the problem disappear.

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2. When we get to the end of FY 1979, the picture is more complicated. We have a CT budget of 35 in FY 1979, and if projected CT requirements are met, we will have 120 DDO CT's, plus up to 10 more for the other three Directorates. Subtracting 35, this means 85, plus up to 10 more over the FY 1979 budget. Given the soft projections of input and attrition, there is no way we can accurately forecast the picture at the end of FY 1979.

3. I suggest that (a) we notify the other three Directorates (apart from DDO) that their CT's in FY 1979 (i.e., the January 1979 and July 1979 classes) will be assessed directly and carried on their T/O's; and (b) the remaining overage of 85 going to the DDO will come out of Agency ceiling by limiting input to the other three Directorates against Agency-wide attrition. The Director of Personnel and Office of Comptroller will carefully monitor to keep things in balance. To bring in this large number of CT's for the DDO, it must be handled as a total Agency problem. (c) After 1 October 1979, it is unlikely the Agency will get a ceiling increase; we will undoubtedly have to continue with the same procedure; the DDA may have to use the CT assessment (35 or whatever) for internal management and directly assess all CT's to the pertinent components. As you know, the FY 1980 budget, which would stipulate the CT ceiling, is currently in the Program Call stage due initially to the Comptroller on 20 March and up for haggling through at least 20 July.

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4. The problem of increasing the number of instructors in OTR to be able to support a DDO input of 60 CT's in the January and July 1979 classes is an additional problem. The Basic Operations Course, which all DDO CT's go through, is based on a one-instructor-for-two-student ratio. This ratio has been responsible for the high quality of training accorded, and the Director of Training is suitably concerned by any proposed degradation. The Office of Training will lose 12 instructors during the summer of 1978 who must be replaced. Currently, OTR has accepted 6 nominees as replacements. Also OTR projects a need for an additional 6 to meet the training required for a DDO class size of 60. Those should be assigned in December 1978. Assuming the DDO can provide adequate instructors from a continually diminishing cadre, we should address the problem of where we find the additional 6 positions. Again, we should approach this as on an Agency-wide ceiling basis, rather than load the DDA further.

[Redacted Signature]

F. W. M. Janney

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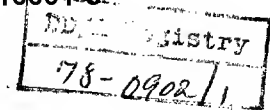
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13 March 1978

NOTE FOR: Associate Deputy Director for Administration

FROM: John F. Blake  
Deputy Director for Administration

Mike:

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1. Would you please convene and chair a group composed of [redacted] and Harry Fitzwater to try to see what plans or options can be devised to hire 120 CTs for DDO in FY'79. I don't know what the answer is to the problem but it might be found in some type of "double-slotting," locking T/O positions in DDO, or some other imaginative solution. In any event, we are going to have to try to solve the problem.

2. Following that will you then get together with Harry and see what possibly can be done, if the hiring rate can be had, to accomplish the training. Harry has taken the position that the maximum per class is 50. Whether there is some way he can run a third class for the balance of 20, I don't know.

3. Please see if you can get on with this fairly soon so we can finalize this matter with DDO and the Director.

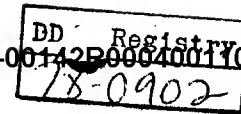


John F. Blake

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DDA 78-0902

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2 MAR 1978

MEMORANDUM FOR: Deputy Director for Administration  
FROM : John N. McMahon  
Deputy Director for Operations  
SUBJECT : Processing of Career Trainee Applicants

This Directorate is asking OTR to increase substantially the number of Career Trainees who will be selected for placement in the DDO during the remainder of FY 1978, and in FY 1979. For example, OTR has been asked to increase the number of DO CTs for the July 1978 Class from 20 to 40, and to increase each of the FY 1979 Classes to 60. Meeting this requirement will put an increased load on DA support elements, particularly the Offices of Security and Medical Services. Your cooperation in facilitating this build-up by assuring that special attention is afforded the processing of these applicants will be appreciated.

  
John N. McMahon

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to

*review & see what can be done!*~~SECRET~~

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